

**United States Environmental Protection Agency
New England Region**

**RESOURCE CONSERVATION CHALLENGE
GRANT PROGRAM**

REQUEST FOR INITIAL PROPOSAL

2006



**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
REGION I, NEW ENGLAND
2006 RESOURCE CONSERVATION CHALLENGE GRANT PROGRAM**

Announcement Type:	Request for Initial Proposals
Funding Opportunity Name:	Resource Conservation Challenge
Funding Opportunity #:	EPA-R1-RCC-2006
Catalogue of Federal Domestic Assistance Number:	66.808: Solid Waste Management Assistance 66.717: Source Reduction Grant Program
Action Dates:	Three-Page Summaries due on 06/09/06 Full Proposal due on 07/19/06

Executive Summary

The Resource Conservation Challenge Grant Program is EPA New England's competitive grant program that promotes solid waste management and pollution prevention projects. This notice announces the availability of approximately \$130,000 total program funding for FY 2007. The Region expects to award four to eight grants or cooperative agreements to eligible applicants for amounts between \$10,000 and \$50,000.

Eligibility: Eligible organizations include public authorities (interstate, state, and local), federally recognized tribal governments, and not-for-profits organizations (including universities and hospitals). Projects that promote source reduction require a 5% match in funds. Proposed projects must also identify how they will achieve measurable environmental results in one or more of the following Regional Priorities. Please see Section III for further information on eligibility requirements.

Regional Priorities

- Source reduction and pollution prevention, especially with colleges and universities, hospitals and healthcare facilities, marinas, schools, and small businesses.
- Recycling, reuse and reduction of solid waste, specifically organic (food and yard waste), electronic, non-hazardous, and industrial waste.
- Environmentally preferable purchasing.
- Green building research and development (includes reuse of construction and demolition materials).
- The minimization of Priority Chemicals (e.g. mercury, lead & lead compounds, naphthalene, Polycyclic Aromatic Compounds, cadmium, and brominated flame retardants).
- Coordination, communication, and training of state and local governments to improve their ability to promote and measure pollution prevention.

This Request for Initial Proposal includes the following information:

Section I.	Funding Opportunity Description
Section II.	Award Information
Section III.	Eligibility Information
Section IV.	Application and Submission Information
Section V.	Application Review Information
Section VI.	Award Administration
Section VII.	Agency Contacts
Section VII.	Other Information

Full Text of Announcement

Section I. Funding Opportunity Description

A. Background: EPA New England's Assistance and Pollution Prevention (A&P2) Office is combining two related grants opportunities into a single grant program. The Source Reduction Grant Program seeks to prevent pollution at the source of production through toxic use reduction and the more efficient use of materials, energy, water, and natural resources. The Solid Waste Reduction Assistance Program seeks to reduce environmental impacts by promoting recycling, composting, waste minimization, beneficial reuse, market development, and sustainable purchasing practices. By offering the Resource Conservation Challenge grant program, EPA New England is seeking to encourage innovative source reduction and solid waste management solutions that support a vibrant economy and a cleaner, healthier environment for all New England residents in Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island and Maine.

B. Program Descriptions: EPA New England's A&P2 Office has developed the Resource Conservation Challenge Grant to provide a competitive funding opportunity to support projects that fit under one or more of the following regional priorities:

Regional Priorities

- Source reduction and pollution prevention, especially with colleges and universities, hospitals and healthcare facilities, marinas, schools, and small businesses.
- Recycling, reuse and reduction of solid waste, specifically organic (food and yard waste), electronic, non-hazardous, and industrial waste.
- Environmentally preferable purchasing.
- Green building research and development (includes reuse of construction and demolition materials).
- The minimization of Priority Chemicals (e.g. mercury, lead & lead compounds, naphthalene, Polycyclic Aromatic Compounds, cadmium, and brominated flame retardants).
- Coordination, communication, and training of state and local governments to improve their ability to promote and measure pollution prevention.

C. Allowable Activities Designated by Statutory Authority: The Resource Conservation Challenge Grant Program consists of activities authorized under one or more of the EPA grant authorities listed under CFDA 66.808 (Solid Waste Management Assistance) and CFDA 66.717 (Source Reduction Grant Program). Only those applicants that successfully specify grant activities that are permissible under the statutory authorities may be awarded through this funding opportunity. To assist applicants with the identification of allowable grant activities, the following description has been provided.

For allowable grant activities that promote source reduction, see the following six statutory authorities.

- **Clean Water Act, Section 104(b) (3)**
<http://www.epa.gov/owm/mab/indian/sec104.htm> : Conduct and promote the coordination and acceleration of research, investigations, experiments, training, demonstrations, surveys, and studies relating to the causes, effects, prevention, reduction and elimination of water pollution.

- **Safe Drinking Water Act, Section 1442(c)(3)(A)**
<http://www.epa.gov/safewater/sdwa/index.html> : Develop, expand, or carry out a program (that may combine training, education, and employment) for training persons for occupations relating to the public health aspects of providing safe drinking water.
- **Solid Waste Disposal Act, Section 8001(a)**
<http://www.epa.gov/region5/defs/html/rcra.htm> : Conduct and promote the coordination of research, investigations, experiments, training, demonstrations, surveys, public education programs, and studies relating to solid waste (e.g., health and welfare effects of exposure to materials present in solid waste and methods to eliminate such effects).
- **Clean Air Act, Section 103(b)(3)**
<http://www.epa.gov/oar/caa/contents.html> : Conduct research, investigations, experiments, demonstrations, surveys, and studies relating to the causes, effects (including health and welfare effects), extent, prevention, and control of air pollution.
- **Toxic Substances Control Act, Section 10(a) as amended by Public Law 106-74**
<http://www.epa.gov/region5/defs/html/tsca.htm> : Conduct research, development, monitoring, public education, training, demonstrations, and studies on toxic substances.
- **Federal Insecticide, Fungicide, and Rodenticide Act, Section 20(a) as amended by Public Law 106-74**
<http://www.epa.gov/region5/defs/html/fifra.htm> : Conduct research, development, monitoring, public education, training, demonstrations, and studies on pesticides.

For allowable grant activities that promote **recycling and solid waste management**, see the Solid Waste Disposal Act.

- **Solid Waste Disposal Act, Section 8001(a)**
<http://www.epa.gov/region5/defs/html/rcra.htm> : Conduct and promote the coordination of research, investigations, experiments, training, demonstrations, surveys, public education programs, and studies relating to solid waste (e.g., health and welfare effects of exposure to materials present in solid waste and methods to eliminate such effects).

Most of the statutes authorize grants for "research, investigations, experiments, training, demonstrations, surveys and studies." Demonstrations generally must involve new or experimental technologies, methods, or approaches, where the results of the project will be disseminated so that others can benefit from the knowledge gained in the demonstration project.

D. EPA Strategic Plan Linkage and Anticipated Outcomes and Outputs: In order to be successful, the grant application's work plan needs to demonstrate expected outcomes and outputs that directly support the relevant goals listed in EPA's Strategic Plan (2003-2008). Solid waste management projects must support EPA Strategic Goal 3 (Land Preservation and Restoration), Objective 3.1 (Land Preservation), Sub-objective 3.1.1 (Reduce waste generation and increase recycling). Source reduction projects must support EPA Strategic Goal 5 (Compliance and Environmental Stewardship), Objective 2 (Improve Environmental Performance through Pollution Prevention and Innovation), Sub-objective 5.2.2 (Prevent Pollution and Promote Environmental Stewardship by Business).

For more information about EPA's mission, see Goal 3.1.1 and Goal 5.2.2 of the Agency's Strategic Plan (2003-2008) (<http://www.epa.gov/ocfo/plan/plan.htm>).

Outcomes and Outputs

Outcomes and outputs are performance measures that indicate what a program is accomplishing and whether results are being achieved. Outputs are the goods, activities, and services (i.e., deliverables) produced by a program or organization, while outcomes describe the intended results or consequences that will occur from these goods, activities, and services. Outputs are more process-oriented or means to an end while outcomes provide a direct benefit to the target audience or public generally.

All applicants will be expected to clearly identify their outputs and achieve them during the proposed project period. The anticipated outputs for Resource Conservation Challenge projects include but are not limited to:

- Number of individuals or stakeholders reached through education, outreach, demonstrations, trainings, surveys and/or studies related to the reduction of pollution or improvement in solid waste management.
- Creation of effective education, outreach, demonstration, and/or training tools to reach target population
- Number of site visits or technical assistance efforts provided.

Outcomes refer to the result, effect, or consequence that will occur from carrying out the activities or output of the project. Short-term outcomes include, but are not limited to increased learning, knowledge, skills, attitudes, and motivation. Longer-term outcomes related to institutional change and environmental results. Outcomes may be environmental, behavioral, or programmatic, must be quantitative, and may not necessarily be achievable during the project period.

To establish a clear link between the project's pollution prevention and recycling outcomes and the EPA's strategic goals, the grant proposal should include estimates for at least one of the following expected outcome measures for pollution prevention and recycling:

- Pounds of pollution and/or hazardous waste reduced
- Pounds non-hazardous waste reused or recycled
- BTUs of energy conserved
- Kilowatt hours of energy conserved
- Gallons of water reduced
- Dollars saved through P2 efforts

All expected outputs and outcomes are required to be included in the Three-Page Project Summary (see Attachment A). If the Three-Page Summary is selected for further consideration, expected outcomes must also be defined in the Full Proposal Narrative (see Attachment B) and listed on the Measurement Work Sheet (see Attachment C).

For examples of pollution prevention output and outcome measures, see the "Environmental Measurement Data Dictionary" at the National Pollution Prevention Roundtable website (<http://www.p2.org/workgroup/DataDictionary.cfm>).

Section II. Award Information

EPA intends to make approximately \$130,000 in grant awards available this year for the Region 1 Resource Conservation Challenge Grant program. The Region expects to make four to eight grant awards to eligible applicants for amounts between \$10,000 and \$50,000.

The funding for selected projects will be in the form of an assistance agreement or cooperative agreement. An assistance agreement is a standard grant agreement between the EPA and grant recipients. A cooperative agreement is an assistance agreement that is used when there is a substantial federal involvement with the recipient during the performance of an activity or project. EPA will award cooperative agreements for those projects in which it expects to have substantial technical interaction with the recipient throughout the performance of the project. For such projects, EPA may review and approve project phases, review and approve proposed subgrants and contracts, collaborate with the recipient on the scope of the work and mode of operation of the project, closely monitor the recipient's performance, approve any proposed changes to the work plan and/or budget, approve qualifications of key personnel, and review and comment on reports prepared under the assistance agreement.

Funding for these projects is not guaranteed and all awards are subject to the availability of funds and the evaluation of proposals on the criteria in this announcement. EPA reserves the right to reject all applications and make no awards under this announcement, or make fewer awards than anticipated. In addition, EPA reserves the right to partially fund proposals/applications by funding discrete activities, portions, or phases of proposed projects base on available funds. If EPA decides to partially fund proposals/applications, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the proposal/application, or portion thereof, was evaluated and selected for award, and that maintains the integrity of the competitive process. EPA also reserves the right to make additional awards under this announcement consistent with Agency policy and without further competition, if additional funding becomes available after the original award selections are made. Any additional selection for awards will be made no later than six months after the original selection decisions.

Section III. Eligibility Information

Threshold Eligibility Factors

Threshold eligibility factors will be used as a pass/fail criterion when evaluating proposals. Applicants who do not meet all of the threshold eligibility factors specified below will not be considered further and will not be evaluated under the Section V application evaluation criteria.

A. Eligible Applicants: <http://www.epa.gov/epahome/exitepa.htm>

The following organizations are eligible to apply for the Resource Conservation Challenge Grant.

- Non-profit organizations (including educational institutions, hospitals, and community-based grassroots organizations). Non-profit organizations must be a certified 501(c)(3) organization based on the Federal Tax Code Section 501 (http://caselaw.lp.findlaw.com/scripts/ts_search.pl?title=26&sec=501).
- Federally-recognized tribal governments.
- State, local, interstate, and intrastate government agencies and instrumentalities (including

city and township governments, independent schools district governments, and state controlled institutions of higher education).

The following are **not eligible** to apply for the Resource Conservation Challenge Grant.

- Individuals.
- Non-profit organizations that engage in lobbying activities as defined in the Lobbying Disclosure Act of 1995 are not eligible to apply.
(http://www.senate.gov/pagelayout/legislative/g_three_sections_with_teasers/lobbyingdisc.htm)
- For-profit enterprises. It should be noted that for-profit enterprises may receive contracts, subject to EPA's regulations on procurement under assistance agreements, 40 Code of Federal Regulations (CFR) 30.40 (for non-governmental recipients) and 40 CFR 31.36 (for governments).

B. Cost Sharing or Matching: (<http://www.epa.gov/epahome/exitepa.htm>)

Projects that promote source reduction require a minimum match of 5% of the total budget. Projects that promote recycling and/or solid waste management do not require a match. Matching funds can include cash or in-kind contributions (including labor) provided by your organization and/or other entities. Other Federal money cannot be used as the match or cost share unless authorized by the statute governing the award of the other Federal funds. If an applicant identifies matching funds from sources other than itself, they should indicate if such funds are committed at the time of application, or when they will be available.

C. Funding Restrictions: Funding is only available for the activities authorized under one or more of the U.S. EPA grant authorities cited in Section I.C: Allowable Activities Designated by Statutory Authority. Funding will not be permitted for construction activities, lobbying, entertainment expenses or other unallowable costs under the OMB circulars. Preaward costs and equipment costs are allowable only with written EPA approval. Allowable costs for non-profit organizations are defined in OMB circular A-122; allowable costs for public entities are defined in OMB circular A-87 (http://www.whitehouse.gov/omb/circulars/a087/a87_2004.html). Allowable costs for non-profit organizations are defined in OMB circular A-122 (<http://www.whitehouse.gov/omb/circulars/a122/a122.html>). Any contracts for services or products funded with EPA financial assistance must be awarded under the competitive procurement provisions of 40 CFR Part 30 or 40 CFR Part 31, as applicable. Subawards/subgrants must be consistent with the definitions of the terms in 40 CFR 30.5 and 40 CFR 31.37, Subgrants as applicable.

D. Geographic Location: Projects must be performed within at least one of the six New England states: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont.

E. Adherence to Program Goals, Allowable Activities and Costs: Proposals must demonstrate how the proposed project will support one or more of the regional priorities in Section I.B of the announcement and must be for an allowable activity (activities) under the statutory authorities (See Section I.C).

F. Submission Instructions and Requirements: Applications/Proposals must substantially comply with the application/proposal submission instructions and requirements set

forth in Section IV of this announcement or else they will be rejected. In addition, where a page limit is expressed in Section IV, pages in excess of the page limitation will not be reviewed. Initial proposals must be received by the EPA on or before the solicitation closing date published in Section IV of this announcement. Initial proposals received after the published closing date will be returned to the sender without further consideration.

Section IV. Application and Submission Information

The Resource Conservation Challenge Grant has a two step process for evaluating proposals. As a first step, the program requires the submission of a Three-Page Project Summary. Then, selected applicants will be invited to submit full application for consideration. Further instructions are below.

A. Address to Request Application Package: To request a copy of the Resource Conservation Challenge Grant Program's Request for Initial Proposal, please contact Robert Guillemain, Resource Conservation Grant Program, US EPA New England, One Congress Street, Suite 1100 (SPP), Boston, MA 02114-2023, by e-mail at guillemain.robert@epa.gov or by phone at 617-918-1814.

B. Content and Form of Application Submission for Three-Page Project Summary:

Applicants must prepare the Three-Page Project Summary as outlined in the Three-Page Summary Format in Attachment A. The Three-Page Project Summary submitted must not exceed three pages in length and use no less than .75 inch margins and no smaller than 10 point font. Please see Section IV.D, Submission Methods, Dates and Times for additional requirements.

The Three-Page Project Summary must describe your project and how it will address one or more of the Regional Priorities listed in Section I.B. In your submission, please identify your project goals and how you will meet them. Also identify the expected measurable environmental results or improvements from your proposed project including, but not limited to, the expected outputs and outcomes (See Section I, D, EPA Strategic Plan Linkage and Anticipated Outcomes and Outputs for additional information). Please make sure to address all of the initial proposal evaluation criteria set forth in Section V in the Three-Page summary. These evaluation criteria include: 1) Project Description, 2) Project Strategy, 3) Partnerships, and 4) Environmental Measurement.

C. Content and Form of Application Submission for Full Application: If your Three-Page Project Summary is selected for further consideration, you will be invited to submit a full proposal package. EPA New England plans to notify applicants that are invited to submit a full proposal package on or around **June 19, 2006**. Below, please find the instructions for submitting a full proposal package in the event you are invited to submit a full proposal.

The full proposal package must include the following elements, some of which are described in more detail below:

- Official Application Forms (see Section IV.C.1 and Attachment E)
- Three-Page Project Summary (see Section IV.B and Attachment A)

- Full Proposal Narrative (See Section IV.C.2 and Attachment B)
Note that the Full Proposal Narrative includes information on Environmental Results Past Performance (Section IV.C.3) and Programmatic Capability Information (Section IV.C.4)
- Measurement Work Sheet (see Attachment C)
- Budget Detail Sheet (see Attachment D)
- Documentation demonstrating non-profit or not-for-profit status (see Section IV.C.5)
- Resumes of up to three key project staff
- Letter of Commitment from all project partners, if applicable (see Section IV.C.6)

1. EPA Grant Standard Forms (SF)

There are four EPA Grant Standard Forms to complete for the full proposal (see Attachment E).

- a) The Application for Federal Assistance (SF 424) is the official form required for all federal grants that requests basic information about the grantee and the proposed project. Please complete Part 10 of the SF 424 form, **Catalogue of Federal Domestic Assistance Number**, with the following information: “66.808: Solid Waste Management Assistance” (for projects promoting solid waste management and recycling) or “66.717: Source Reduction Grant Program” (for projects promoting source reduction). In addition, SF 424 requires applicants to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when submitting a full grant application for consideration. Organizations can obtain a DUNS number at (866) 705-5711 or <http://www.dnb.com>.
- b) The Budget Information for Non-Construction Programs (SF-424A) is a four-page document that provides budget information about the grant project. It includes two pages of budget information and two pages of instructions.
- c) Assurances for Non-Construction Programs (SF-424B) is a two-page document that the grant recipient uses to certify standard assurances.
- d) Preaward Compliance Report (EPA Form 4700-4) is a three-page document that allows the U.S. Environmental Protection Agency to determine whether applicants and prospective recipients are developing projects, programs and activities on a nondiscriminatory basis. Instructions are included.

2. Full Proposal Narrative

Attachment B provides the required format for the Full Proposal Narrative. The narrative’s text cannot exceed eight pages. These eight pages may be on either single-sided or double-sided sheets of paper. The narrative section of the full proposal package should adhere to the following format as outlined in Attachment B:

1. Project Overview
2. Project Work Plan
3. Program Evaluation
4. Environmental Results Past Performance (see Section IV.C.3 below)
5. Programmatic Capability (see Section IV.C.4 below)
6. Budget Description

Answer the questions listed, and address the criteria for full proposals identified in Section V.

3. Environmental Results Past Performance

As requested in the Full Proposal Narrative (Attachment B), submit a list of federally funded assistance agreements that your organization performed within the last three years (no more than 5, and preferably EPA agreements), and describe how you documented and/or reported on whether you were making progress towards achieving the expected results (e.g., outputs and outcomes) under those agreements. If you were not making progress, please indicate whether, and how, you documented why not. In evaluating applicants under this factor in Section V, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current and prior Federal agency grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available environmental results past performance information, please indicate this in the proposal and you will receive a neutral score for this factor under Section V.

4. Programmatic Capability

As requested in the Full Proposal Narrative (Attachment B), submit a list of federally funded assistance agreements similar in size, scope and relevance to the proposed project that your organization performed within the last three years (no more than 5, and preferably EPA agreements) and describe whether, and how, you were (i) able to successfully complete and manage those agreements and (ii) your history of meeting the reporting requirements under those agreements including submitting acceptable final technical reports. In evaluating applicants under these factors in Section V, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current and prior Federal agency grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available past performance or reporting information, please indicate this in the proposal and you will receive a neutral score for these factors under Section V.

In addition, provide information on your organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and your staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.

5. Proof of Non-Profit Status

All applicants, except public agencies, municipalities, and Federally-recognized Tribes must attach documentation demonstrating non-profit status or articles of incorporation. Full proposal package submissions without this documentation will not be considered. For more information, please read about Eligible Applicants in Section III.A.

6. Commitment Letters

Letters of commitment from all partners collaborating on this project and/or contributing any matching funds (cash or in-kind) to the project must be submitted with your full proposal package, not sent separately. Letters must be submitted on letterhead (if applicable), signed by the project partner, and include the partner's telephone number and address. The commitment letters should be addressed to the applicant and be submitted as part of the full proposal package. Commitment letters sent directly to EPA New England will not be accepted. Commitment letters must specify the nature of the match, if any, (cash or in-kind services) and must describe the role of the project partner in the project. If the partner is providing matching funds, the

organization providing the match must be able to certify that the funds will be available during the project period. Proposals for projects that have listed partners but do not include commitment letters from every listed project partner may face a reduction in score during the evaluation process. Please do not send letters of general support from non-match partners or others not directly involved in the project; they will not be used in the evaluation and review process.

7. Submission Package Format and Mailing Contact

EPA New England does not allow covers, binders, or folders to be used for full proposal packages. Please submit the full proposal package on 8 1/2 by 11 inch recycled paper, ideally double-sided. Please use no smaller than 10 point font type, set page margins to no smaller than .75 inches all around, and please do not staple pages within the proposal together. Send the original and (4) four copies of the completed full proposal package to: Robert Guillemín, Resource Conservation Challenge Grant Program, U.S. EPA New England, One Congress Street, Suite 1100 (SPP), Boston, MA 02114-2023.

D. Submission Methods, Dates and Times:

1. Initial Three-Page Project Summary

There are four ways an applicant may submit their Three-Page Project Summary (e-mail, facsimile, mail or through www.grants.gov). Only one form of submission is required, but the deadlines identified below must be met. Three-Page Project Summaries that are e-mailed (guillemín.robert@epa.gov) or sent via facsimile (617-918-0814) must be received before midnight, E.S.T. on **June 9, 2006**. Three-Page Project Summaries that are mailed must be postmarked by midnight, E.S.T., on **June 9, 2006**. Please see Section VII, Agency Contact, for mailing address and complete contact information.

Three-Page Project Summaries that are electronically submitted through www.grants.gov must be received by grants.gov no later than midnight, E.S.T. on June 9, 2006 and must include the Application for Federal Assistance (Standard Form 424) as part of the submission (Form 424 is not required for other modes of submission). Standard Form 424 requires applicants to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number. Organizations can obtain a DUNS number at (866)705-5711 or <http://www.dnb.com>. Please complete Part 10 of Standard Form 424, “**Catalogue of Federal Domestic Assistance Number**” with the following information: “66.808: Solid Waste Management Assistance” (for projects promoting solid waste management and recycling) or “66.717: Source Reduction Grant Program” (for projects promoting source reduction).

If you wish to submit your initial proposal electronically via Grants.gov, the electronic submission of your initial proposal must be made by an official representative of your institution who is registered with Grants.gov and authorized to sign applications for Federal assistance. For more information, go to <http://www.grants.gov> and click on “Get Started,” and then click on “For AORs” (Authorized Organization Representative) on the left side of the page. Note that the registration process may take a week or longer to complete. If your organization is not currently registered with Grants.gov, please encourage your office to designate an AOR and ask that individual to begin the registration process as soon as possible.

To begin the application process for this grant program using Grants.gov, go to www.grants.gov and click on the “Apply for Grants” tab at the top of the page. Then click on “Apply Step 1:

Download a Grant Application Package and Application Instructions” to download the PureEdge viewer and obtain the application package and instructions for applying under this announcement using grants.gov (https://apply.grants.gov/forms_apps_idx.html). You may retrieve the application package and instructions by entering the Funding Opportunity Number, EPA-R1-RCC-2006, or the CFDA numbers 66.808 or 66.717 in the space provided. Then complete and submit the application package as indicated. You may also be able to access the application package by clicking on the button “How To Apply” at the top right of the synopsis page for this announcement on <http://www.grants.gov> (to find the synopsis page go to <http://www.grants.gov> and click on the “Find Grant Opportunities” button on the top of the page and then go to EPA opportunities).

Application/proposal materials submitted through grants.gov will be time/date stamped electronically. Please be sure to view the additional instructions for applying electronically under this announcement through use of grants.gov that are available for download on Grants.gov and included as Attachment F of this announcement. If you have any technical difficulties while applying electronically, please refer to <http://www.grants.gov/CustomerSupport>.

2. Full Proposal Submission

If your Three-Page Project Summary is selected for further consideration, the full proposal package must be postmarked by no later than midnight, E.S.T. on **July 19, 2006**. Facsimile, e-mail, and/or www.grants.gov submissions will not be accepted for full proposals. Please send the original and (4) four copies of the completed full proposal package to: Robert Guillemine, Resource Conservation Challenge Grants Program, U.S. EPA New England, One Congress Street, Suite 1100 (SPP), Boston, MA 02114-2023.

Initial proposals and full proposals received after the applicable published closing dates expressed above will be returned to the sender without further consideration.

E. Intergovernmental Review Process: State and local government applicants from Maine, New Hampshire, or Rhode Island are subject to Executive Order (EO) 12372, “Intergovernmental Review of Federal Programs.” As described under the section on “Application and Award Process” in CFDA [66.808: Solid Waste Management Assistance](#) and [66.717: Source Reduction Grants Program](#), applicants should consult with their state’s Single Point of Contact (SPOC) for more information on the process of submitting an application for review. The following link provides state contact information: <http://www.whitehouse.gov/omb/grants/spoc.html>. Federally-recognized tribal governments are not required to comply with this procedure.

F. Confidential Information: In accordance with 40 CFR 2.203, applicants may claim all or a portion of their application as confidential business information. EPA will evaluate confidentiality claims in accordance with 40 CFR Part 2. Applicants must clearly mark applications/proposals or portions of applications/proposals they claim as confidential. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by 40 CFR 2.204(c)(2) prior to disclosure.

G. Quality Assurance Project Plans: Awards involving the collection of environmental data (e.g., water sampling, air monitoring, and site characterization) will be subject to the requirements of a Quality Assurance Project Plan (QAPP) and will require coordination with the

EPA Region 1 offices. QAPP's can follow, as per the applicant's choice, either EPA Region 1 guidance or Headquarters guidance, EPA Requirements for Quality Assurance Project Plans EPA QA/R-5 (<http://www.epa.gov/quality1/qs-docs/r5-final.pdf>). Please request a copy of the Region 1 Quality Assurance Project Plan guidance from Robert Guillemine (see bottom of solicitation for contact information).

H. Informational Conference Calls: In order to answer applicant questions, the Resource Conservation Challenge Grant Program will sponsor two telephone conference calls to address questions before the Three-Page Project Summary is due. The informational sessions are optional, but RSVPs are required. After submitting your RSVP, you will receive instructions on how to participate in the conference calls. The informational sessions for the Three-Page Summaries are scheduled for **May 24, 2006 (9:00 am – 11:00 am)** and **May 31 (1:00 pm – 3:00 pm)**. Please see Attachment G of this grant guidance for more details and registration information for the conference calls.

After finalists are selected, the Resource Conservation Challenge Grant Program will host two additional informational sessions for finalists on **July 6 and 12, 2006 (9:00 am – 11:00 am)**. Final question and answer calls will also be hosted during the days leading up to the submission deadline. Additional details on these training sessions for finalists will be provided after June 16, 2006.

Section V. Application Review Information

A. Application Evaluation Criteria: Initial Three-Page Summaries and full proposal packages will be evaluated based on the applicable criteria described below in 1) Criteria for Three-Page Proposal and 2) Criteria for Full Proposal.

1. Criteria for Three-Page Proposal

The initial proposal must be organized in the format outlined in the Three-Page Project Summary (see Attachment A) and will be evaluated based on the selection criteria outlined below:

1) Project Description (40 points)

The extent and quality to which the Project Description section describes the project's purpose, goals, and linkage to Regional Priorities identified in Section I.B. The project must reflect the Allowable Activities Designated by Statutory Authority in Section I.C.

2) Partnerships (10 points)

The extent and quality to which the Partnership section describes effective use of partners.

3) Project Strategy (30 points)

The extent and quality to which the Project Strategy section develops a strategy including key tasks and a project schedule lasting no more than 24 months.

4) Environmental Measurement (20 points)

The extent and quality to which the Environmental Measurement section identifies expected outcomes and outputs described in Section I.D of the announcement and explains the related data collection process.

2. Criteria for Full Proposals

Based on the evaluation of the initial project summaries, high ranking applicants will be invited to submit full proposal packages for consideration. Full proposal packages must be organized in the format outlined in the Full Proposal Narrative (see Attachment B) and will be evaluated against the selection criteria outlined below.

1) Project Overview (25 points)

- How well the Project Overview section describes the project's purpose, goals, deliverables and connection to the Regional Priorities (Section I.B). [10 points]
- Whether the Project Overview section describes effective use of partnerships to leverage funding and expertise. Partners must provide a Commitment Letter showing support and confirming the specific contributions to the project (see Section IV.B.6). Letters must be included as attachments. Attachments will not count against application page limits. [10 points]
- How well the Project Overview section describes that the project will differ from what is already being done, compliment existing efforts, serve as a model, and/or provide useful tools and resources to others. [5 points]

2) Project Work Plan (10 points)

- Whether the Project Work Plan identifies key tasks, deliverables (e.g., publications, website tools), and a project schedule lasting no more than 24 months. [10 points]

3) Program Evaluation (15 points)

- How well the Program Evaluation section describes the numerical estimates of environmental outcomes (see Section I.D). [5 points]
- Whether the Measurement Work Sheet (see Attachment C) identifies project tasks, outputs, outcomes and data collection methods (see Section I.D). [5 points]
- Whether the Measurement Work Sheet (see Attachment C) describes the process for estimating environmental outcomes (see Section I.D). [5 points]

4) Environmental Results Past Performance (10 points)

- Was a list of federally funded assistance agreements performed in the past three years by the lead organization included in the Environmental Results Past Performance section? Preferably, the assistance agreements should be awarded by EPA. Do not list more than five agreements. [3 points]
- How well the Environmental Results Past Performance section describes the applicant's past progress towards achieving the expected results under Federal agency assistance agreements (preferably EPA assistance agreements) performed within the last three years (see Section IV.C.3). If such progress was not being made, how well did the applicant adequately document and/or report why not. In evaluating applicants under this factor, EPA will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors to verify and/or supplement the information provided by the applicant. Applicants with no relevant or available past performance reporting history will receive a neutral score for this factor.) [7 points]

5) Programmatic Capability (20 points)

Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project based on the items below (see Section IV.C.4). In

evaluating applicants under this criterion, the Agency will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). Applicants with no relevant or available past performance or reporting history (the last three bullets below) will receive a neutral score for those elements.

- How well does the Programmatic Capability section describe the lead agency's experience and ability to successfully complete the project? [7 points]
- How well does the Programmatic Capability section describe the relevant experience of principal staff, subgrantees, and/or contractors for successfully completing the project (resumes may be attached separately)? [7 points]
- Does the Programmatic Capability section include a list of federally funded assistance agreements similar in size, scope and relevance to the proposed project that the applicant's organization performed within the last three years (no more than 5 assistance agreements and preferably EPA agreements)? [2 points]
- Does the Programmatic Capability section describe whether, and how, the applicant was able to successfully complete and manage the listed agreements? [2 points]
- Does the Programmatic Capability section describe the applicant's history of meeting the reporting requirements under the listed agreements including submitting acceptable final technical reports? [2 points]

6) Budget Description and Detail (20 points)

- Does the Budget Description section outline the costs of the project's major tasks including the cost of data gathering and measurement efforts? [5 points]
- Does the Budget Detail form (see Attachment D) clearly reflect project expenditures by budget categories? [5 points]
- Does the Budget Description section and Budget Detail form (see Attachment D) make effective and judicious use of the requested federal grant funds? If matching funds are used, they and their sources must be identified in the Budget Detail form under "Other Resources" and described in the Budget Description [10 points]

B. Review and Selection Process

EPA New England employees from the Office of Assistance and Pollution Prevention will conduct a threshold eligibility review and evaluate the Three-Page Project Summaries and Full Proposal packages.

The Three-Page Project Summaries that pass the threshold eligibility review (see Section III) will then be evaluated and scored by the Proposal Evaluation Team based on the applicable evaluation criteria listed above in Section V.A.1. The applicants with the highest evaluated project summaries will be invited to submit a full proposal for review.

The Full Proposals will be scored based on the extent and quality to which they address the applicable evaluation criteria listed above in Section V. After the reviewers submit their scores to the leader of the Proposal Evaluation Team, each proposal will be ranked. The reviewers then meet to discuss the data and address scoring disparities. The lowest ranked proposals will then be eliminated from further consideration. Among the remaining proposals, the reviewers will consider a combination of ranking scores and other factors including funding availability, geographic balance, and range of project types to create a final package of proposals

recommended for funding to the Selection Official. The final recommendations are made to the Selection Official who makes the final funding decisions and approves all awarded projects.

Please note that this is a very competitive grant program, and limited funding is available for qualified projects. EPA New England expects to receive many grant proposals, and it will not be possible to fund all proposals received. When all funding decisions are complete, a grant award notification will be issued to recipients. Non-award notification will be issued to all participants that did not receive an award in this year's competition within 15 days of award decision.

Consistent with Agency policy, applicants may be contacted to clarify application details, or negotiate a modified work plan or budget.

These awards are project grants. There is no renewal of these grant awards. Funding and project periods can extend for more than one year, no longer than five years, and preferably within one to two years.

Section VI: Award Administration Information

A. Award Notices: Successful applicants will receive an official notice of award from EPA's grants management office. U.S. EPA anticipates that awards will be announced by September 30, 2006. Successful applicants will be notified via mail or e-mail by this date. Applicants who did not receive grant awards will be notified by this same date as well.

Applicants should be aware that they are not authorized to begin performance on a project until they have received their official award document from the EPA's grant office. No preaward costs may be incurred without EPA approval; preaward costs are undertaken at the recipient's risk.

B. Administrative and National Policy Requirements: Applicants must comply with the standard requirements, terms and conditions of EPA assistance agreements. Funded activities must be allowable under EPA statutory authority (See Section I.C).

C. Dispute Resolution Process: Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) which can be found at <http://a257.g.akamaitech.net/7/257/2422/01jan20051800/edocket.access.gpo.gov/2005/05-1371.htm>. Copies of these procedures may also be requested by contacting the Agency Contacts in Section VII.

D. Reporting: Recipients will be required to submit semi-annual progress reports and will have to participate in annual reviews of their projects with their U.S. EPA project officer. A Project Officer will be designated at the time of the award of the grant/cooperative agreement. The grantee, along with the Project Officer, will develop a process for jointly evaluating and reporting progress and accomplishments under the work plan (see 40 CFR §§ 35.115 and 35.515).

The evaluation process must provide for a discussion of:

- Measurable accomplishments when weighed against work plan commitments.
- The cumulative effectiveness of the work performed under all work plan components.
- Existing and potential problem areas; and Suggestions for improvement, including, where feasible, schedules for making improvements.

Grant recipients should send all semi-annual and final technical reports, including any final products to the Project Officer. Examples of final products include but are not limited to: fact sheets, pamphlets, handbooks, model curricula, assessment and audit tools, videos, event brochures, etc.

The Project Officer may share the final technical reports, and/or final products with the regional P2Rx center (www.p2rx.org) and may send the materials to the Pollution Prevention Information Clearinghouse (PPIC). Visit the PPIC at <http://www.epa.gov/oppt/ppic/index.htm>.

E. Preaward Review for Non-Profit Organizations: Non-profit applicants that are recommended for funding will be subject to preaward administrative capability reviews consistent with Sections 8.b, 8.c, and 9.d of EPA Order 5700.8 (http://intranet.epa.gov/ogd/policy/Order/5700_8.pdf).

Section VII. Agency Contacts

Key Contacts:

Chris Beling (for recycling projects)
EPA Region 1 (SPP)
One Congress Street, Suite 1100
Boston, MA 02114
Tel: (617) 918-1792
Email: beling.christine@epa.gov

Robert Guillemain (for source reduction)
EPA Region 1 (SPP)
One Congress Street, Suite 1100
Boston, MA 02114
Tel: (617) 918-1814
Email: guillemain.robert@epa.gov

Section VIII. Other Information

Information about the EPA's policy on competition in assistance agreements (EPA Order 5700.5A1) is available online at: <http://www.epa.gov/ogd/grants/competition.htm>.

Attachment A

RESOURCE CONSERVATION CHALLENGE GRANT PROGRAM THREE-PAGE PROJECT SUMMARY FORMAT

I. APPLICANT INFORMATION

Organization Name:

Project Title:

Address:

City/State/Zip:

Project Contact Name(s):

Telephone/Fax:

Email Address:

II. SUMMARY BUDGET & PROJECT PARTNER INFORMATION

Dollar Amount Requested from EPA :

Dollar Amount of Matching Funds (5% match required for source reduction projects):

Dollar Amount of Total Project Budget (EPA + match, if any):

Match as a Percentage of Total Budget (5% match required for source reduction projects):

List of Organizations Partnering on the Project (if any):

III. PROJECT SUMMARY INFORMATION

See Section IV.B for more guidance on the content and form of the Three-Page Project Summary.
See Section V.A.1 for the criteria that will be used to evaluate the Three-Page Project Summary, including:

1) Project Description (40 points): Describe the project's purpose, goals, and linkage to Regional Priorities identified in Section I.B. The project must also reflect the Allowable Activities Designated by Statutory Authority in Section I.C.

2) Partnerships (10 points): Describe the effective use of partners.

3) Project Strategy (30 points): Describe a project strategy including key tasks and a project schedule lasting no more than 24 months.

4) Environmental Measurement (20 points): Describe the project's expected outcomes and outputs (as described in Section I.D of the announcement) and explain the process for collecting data (e.g., pre/post surveys, questionnaires, phone interviews, self reporting). Use the Measurement Work Sheet (Attachment C) to assist in the development of a P2 measurement strategy.

Attachment B

RESOURCE CONSERVATION CHALLENGE GRANT

FULL PROPOSAL NARRATIVE

The full proposal narrative must be organized in the format listed below and address all of the criteria for full proposals identified in Section V. The proposal narratives may not exceed eight pages. Any narrative page(s) over the eight-page limit will not be distributed to reviewers.

In addition to the full proposal narrative, a copy of your original Three-Page Project Summary, Program Project Schedule, Budget Detail (see Attachments A, C, and D) and information describing Environmental Results Past Performance & Programmatic Capability Information (see Section IV.B.2) must also be submitted for each full proposal. These documents are not considered part of the eight page limitation for the proposal narrative.

Project Narrative Content

1) Project Overview (25 points)

- Describe the project's purpose, goals, deliverables, and connection to the Regional Priorities as described in Section I.B. [10 points]
- Describe the effective use of partnerships to leverage funding and expertise. Partners must provide a Commitment Letter showing support and confirming the specific contributions to the project (see Section IV.B.6). Letters must be included as attachments. Attachments will not count against application page limits. [10 points]
- Describe how the project will differ from what is already being done, compliment existing efforts, serve as a model, and/or provide useful tools and resources to others. [5 points]

2) Project Work Plan (10 points)

- Identify the key tasks, deliverables (e.g., publications, website tools), and a project schedule lasting no more than 24 months.

3) Program Evaluation (15 points)

- Describe the numerical estimates of environmental outcomes as required in Section I.D). [5 points]
- Use the Measurement Work Sheet (see Attachment C) to identify project tasks, outputs, and outcomes, and data collection methods (see Section I.D). [5 points]
- Use the Measurement Work Sheet (see Attachment C) to describe the process for estimating environmental outcomes. [5 points]

4) Environmental Results Past Performance (10 points)

Applicants with no relevant or available past performance reporting history will receive a neutral score for this factor.

- Provide a list of federally funded assistance agreements that the applicant performed in the past three years? Preferably, the assistance agreements should be awarded by EPA. Do not list more than five agreements. [3 points]

- Describe how the applicant achieved progress towards the expected results under the Federal agency assistance agreements listed above (see Section IV.C.3). If progress was not made, how did the applicant document and/or report why progress was not achieved. [7 points]

5) Programmatic Capability (20 points)

This section addresses the applicant's ability to successfully complete and manage the proposed project (see Section IV.C.4). Applicants with no relevant or available past performance or reporting will receive a neutral score for the last three bullets below.

- Describe the applicant's experience and ability to successfully complete the project. [7 points]
- Describe the relevant experience of principal staff, subgrantees, and/or contractors for successfully completing the project (resumes may be attached separately). [7 points]
- Include a list of federally funded assistance agreements similar in size, scope and relevance to the proposed project that the applicant performed within the last three years (no more than 5 assistance agreements and preferably EPA agreements). [2 points]
- Describe whether, and how, the applicant was able to successfully complete and manage the listed agreements. [2 points]
- Describe the applicant's history of meeting the reporting requirements under the listed agreements including submitting acceptable final technical reports. [2 points]

6) Budget Description and Detail (20 points)

In addition to the 10 points listed below, this section will received up to 10 points during its evaluation based on its ability to make effective and judicious use of the requested federal funds.

- Outline the costs of the project's major tasks including the cost of measurement and data gathering efforts. Be sure to list the amount and source of any matching funds. [5 points]
- Complete the Budget Detail form (see Attachment D). Be sure to include the amount of any matching funds under "Other Resources." [5 points]

Attachment C

RESOURCE CONSERVATION CHALLENGE GRANT MEASUREMENT WORK SHEET (WITH THREE EXAMPLES)

Organization Name:

Project Title:

A) Project Task	B) Project Outputs	C) Project Outcomes	D) Data Collection Method
1) Workshop for vehicle maintenance facilities	4 workshops for vehicle maintenance facilities. with a total expected attendance of 100 attendees representing 70 businesses.	Prevention of contamination from 173 gallons of waste oil (or 1,283 lbs of pollution prevented).	A pre/post workshop survey will identify change in participant's knowledge, estimate number of used oil filters per facility, and identify potential participants. A follow-up phone survey will identify waste reduction per facility.
Estimation of Pollution Prevention/Recycling Outcome for Waste Oil If a facility hot drains a used oil filter for 24 hours and then crushes the filter, an additional 5-6 ounces of used oil is captured, decreasing landfill contamination. It is estimated that each facility disposes an average of 250 oil filters per year, and that 15 facilities will participate in "hot drain" P2 effort. If 128 US fluid ounces = 1 US gallon and 1 gallon of oil weighs 7.3 pounds, than the expected P2 outcome is 176 gallons or 1,283 pounds. (It should be noted that a gallon of oil can contaminate a million gallons of fresh water).			
2) Technical assistance provided to vehicle salvage yards	On-site visits at 25 vehicle salvage yards with mercury switch collection.	2500 Mercury switches removed. Approx 5.5 pounds of mercury contamination reduced.	Mercury switches will be collected during on-site visits.
Estimation of Pollution Prevention Outcomes for Mercury Switch Collection Mercury vehicle switches weight approximately 3.0 grams and contain approximately 1.0 gram of mercury. It is estimated that each of the 25 participating salvage yards will yield 100 switches. If 453 switches equal 1 pound, than the expected P2 outcome is 5.5 pounds of mercury.			
3) EMS Program for Marinas	4 EMS user group meetings conducted for 15 marinas.	28,800 gallons of wastewater discharged reduced and EMS adoption by 12 marinas (behavioral change).	Initial survey of participants will establish number of boats washed by hand per year. Post EMS follow-up phone surveys will identify status of EMS adoption and verify the implementation of alternative washing techniques.
Estimation of Pollution Prevention Outcomes for Boat Washing Traditional hand washing of recreational boats generates 15 gallons of wastewater per 24 foot boat (or .625 gallons per foot). Alternative washing techniques reduce wastewater by approximately 80%. If each marina washes an average of 200 boats per year (creating 3,000 gallons of wastewater per marina), the adoption alternative washing techniques by 12 marinas will result in wastewater reductions of 28,800 gallons.			

Attachment D

SAMPLE BUDGET DETAIL

	Total Project Budget	Amount From EPA Grant	Other Resources ⁽¹⁾ (in kind, if any)
1. Personnel			
0.5 FTE Community Outreach Worker @ \$10.00/hr	\$ 4,400.00	\$4,400.00	
0.2 FTE Project Coordinator @ \$12.00/hr	2,400.00	2,400.00	
0.2 FTE Office Manager @ \$7.00/hr	<u>1,200.00</u>	<u>1,200.00</u>	
	8,000.00	8,000.00	
2. Fringe Benefits at 17%			
0.5 FTE ⁽²⁾ Community Outreach Worker @ \$10.00/hr	\$ 748.00	\$ 748.00	
0.2 FTE Project Coordinator @ \$12.00/hr	408.00	408.00	
0.2 FTE Office Manager @ \$7.00/hr	<u>204.00</u>	<u>204.00</u>	
	1,360.00	1,360.00	
3. Travel			
Local Travel @ \$0.26/mile	\$ 800.00	\$ 800.00	
4. Equipmen^{t(3)}			
Audio Visual and Projector Rental	\$2,100.00		\$2,100.00
Typewriter/PC	<u>800.00</u>	\$ <u>800.00</u>	
	2,900.00	800.00	2,100.00
5. Supplies			
Paper	\$ 250.00	\$ 250.00	
Pencils/Pens	100.00		\$ 100.00
Folders	<u>150.00</u>	<u> </u>	<u>150.00</u>
	500.00	250.00	250.00
6. Other			
Printing	\$ 750.00	\$ 500.00	\$ 250.00
Postage	900.00		900.00
Telephone	<u>630.00</u>	<u>630.00</u>	<u> </u>
	2,280.00	1,130.00	1,150.00

7. Contractual ⁽⁴⁾

XYZ Research/Evaluation Company	\$2,360.00	\$2,360.00	
ABC Engineering Company	<u>1,800.00</u>	<u>900.00</u>	<u>900.00</u>
	4,160.00	3,260.00	900.00
Total	\$20,000.00	\$15,600.00	\$4,400.00

(1) If matching funds are used, they and their sources must be identified under “Other Resources” and their sources must be described in the Full Proposal Narrative’s Budget Description section.

(2) FTE - Full Time Employee.

(3) Equipment must be for this project and carefully justified in the Full Proposal Narrative’s Budget Description section (see Attachment B).

(4) Specify in the Full Proposal Narrative’s Budget Description section (see Attachment B) how contractual funds will be used.

Attachment E

CHECK LIST OF REQUIRED MATERIALS FOR FULL PROPOSAL

EPA Grant Standard Forms (SF)

These Standard Forms can be accessed at: <http://www.epa.gov/ogd/AppKit/application.htm>

- 1) _____ Application for Federal Assistance (SF-424)

Note: Complete Part 10 of SF-424 (Catalogue of Federal Domestic Assistance Number) with “66.808: Solid Waste Management Assistance” (for recycling projects) or “66.717: Source Reduction Grant Program” (for source reduction projects).

Applicants are also required to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when submitting a full grant application for consideration. The website where an organization can obtain a DUNS number is: <http://www.dnb.com>.

- 2) _____ Budget Information for Non-Construction Programs (SF-424A)

- 3) _____ Assurances for Non-Construction Programs (SF-424B)

- 4) _____ Preaward Compliance Report (EPA Form 4700-4)

Additional Grant Application Documents

- 5) _____ One Page Project Summary Format (Attachment A)

- 6) _____ Proposal Narrative (Attachment B)

- 7) _____ Measurement Worksheet (Attachment C)

- 8) _____ Budget Detail (Attachment D)

- 9) _____ Proof of non-profit or not-for-profit status (see Section IV.C.5)

- 10) _____ Commitment Letters from all project partners. Letters must specify the nature and match (if any) and must commit the organization’s availability to the project (see Section IV.C.6)

- 11) _____ Up to three (3) resumes for key project staff. Resumes must be no more than two (2) pages in length.

Attachment F

GRANTS.GOV ELECTRONIC SUBMISSION INSTRUCTIONS

General Application Instructions

The electronic submission of your Three-Page Summary and SF 424 must be made by an official representative of your institution who is registered with Grants.gov and authorized to sign applications for Federal assistance. For more information, go to <http://www.grants.gov> and click on “Get Started,” and then click on “For AORs” (Authorized Organization Representative) on the left side of the page. *Note that the registration process may take a week or longer to complete.* If your organization is not currently registered with Grants.gov, please encourage your office to designate an AOR and ask that individual to begin the registration process as soon as possible.

To begin the application process for the Resource Conservation Challenge Grant Program, go to <http://www.grants.gov> and click on “Apply for Grants.” Then click on “Apply Step 1, Download a Grant Application Package and Application Instructions” to download the PureEdge viewer and obtain the application package for the announcement (https://apply.grants.gov/forms_apps_idx.html). To download the PureEdge viewer click on the “PureEdge Viewer” link. Once you have downloaded the viewer, you may retrieve the application package by entering the Funding Opportunity Number, EPA-R1-RCC-2006, or CFDA number 66.808 or 66.717 in the appropriate field. You may also access the application package by clicking on the button “How to Apply” at the top right of the synopsis page for this announcement on <http://www.grants.gov> (To find the synopsis page go to <http://www.grants.gov> and click on the “Find Grant Opportunities” button on the top of the page and then go to the EPA opportunities.

Application Submission Deadline:

Your organization’s AOR must submit your complete Three-Page Summary and SF 424 electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than **midnight, Eastern Standard Time, June 9, 2006.**

Please submit all of the proposal material described below. To view the full funding announcement, go to <http://www.epa.gov/region1/assistance/p2/index.html#p2grants> or go to <http://www.grants.gov> and click on “Find Grant Opportunities” at the top of the page and then click on “Browse by Agency” and select Environmental Protection Agency.

Proposal Materials:

The following forms and documents are required to be submitted as part of the initial submission under this announcement:

1. **Application for Federal Assistance (SF 424)**
2. **Three-Page Project Summary** - Prepared as described in Section IV and Attachment A of the announcement.

Here are more specific instructions on the material listed above.

1. Standard Form (SF) 424, Application for Federal Assistance

Complete the form. There are no attachments. Please be sure to include the organization fax number and email address in Block 5 of the Standard Form 424.

Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF 424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.

2. Three-Page Project Summary (Section IV and Attachment A of announcement)

This document should be readable in PDF, MS Word, or WordPerfect WP6/7/8 for Windows and consolidated into a single file and comply with all applicable formatting instructions in Section IV and Attachment A of the announcement.

Proposal Preparation and Submission Instructions

For document I, click on the form and then click “Open Form” below the box. The fields that must be completed will be highlighted in yellow. Optional fields and completed fields will be displayed in white. If you enter an invalid response or incomplete information in a field, you will receive an error message. When you have finished filling out each form, click “Save.” When you return to the electronic Grant Application Package page, click on the form you just completed, and then click on the box that says, “Move Form to Submission List.” This action will move the document over to the box that says, “Mandatory Completed Documents for Submission.”

For document II, you will need to attach electronic files. Prepare your project summaries as described in Section IV and Attachment A of the announcement and save the document to your computer as an MS Word, PDF or WordPerfect file. When you are ready to attach your proposal to the application package, click on “Project Narrative Attachment Form,” and open the form. Click “Add Mandatory Project Narrative File,” and then attach your proposal (previously saved to your computer) using the browse window that appears. You may then click “View Mandatory Project Narrative File” to view it. Enter a brief descriptive title of your project in the space beside “Mandatory Project Narrative File Filename;” the filename should be no more than 40 characters long. If there other attachments that you would like to submit to accompany your proposal, you may click “Add Optional Project Narrative File” and proceed as before. When you have finished attaching the necessary documents, click “Close Form.” When you return to the “Grant Application Package” page, select the “Project Narrative Attachment Form” and click “Move Form to Submission List.” The form should now appear in the box that says, “Mandatory Completed Documents for Submission.”

Once you have finished filling out all of the forms/attachments and they appear in one of the “Completed Documents for Submission” boxes, click the “Save” button that appears at the top of the Web page. It is suggested that you save the document a second time, using a different name, since this will make it easier to submit an amended package later if necessary. Please use the following format when saving your file: “Applicant Name – FY06 – Assoc Prog Supp – 1st Submission” or “Applicant Name – FY 06 Assoc Prog Supp – Back-up Submission.” If it becomes necessary to submit an amended package at a later date, then the name of the 2nd submission should be changed to “Applicant Name – FY06 Assoc Prog Supp – 2nd Submission.”

Once your proposal package has been completed and saved, send it to your AOR for submission to U.S. EPA through Grants.gov. Please advise your AOR to close all other software programs before attempting to submit the proposal package through Grants.gov.

In the “Application Filing Name” box, your AOR should enter your organization’s name (abbreviate where possible), the fiscal year (e.g., FY06), and the grant category (e.g., Assoc Prog Supp). The filing name should not exceed 40 characters. From the “Grant Application Package” page, your AOR may submit the application package by clicking the “Submit” button that appears at the top of the page. The AOR will then be asked to verify the agency and funding opportunity number for which the application package is being submitted. If problems are encountered during the submission process, the AOR should reboot his/her computer before trying to submit the application package again. [It may be necessary to turn off the computer (not just restart it) before attempting to submit the package again.] If the AOR continues to experience submission problems, he/she may contact Grants.gov for assistance by phone at 1-800-518-4726 or email at support@grants.gov or contact Robert Guillemin at 617-918-1814.

Proposal packages submitted thru Grants.gov will be time/date stamped electronically.

If you have not received a confirmation of receipt from EPA (*not from* support@grant.gov), please contact Robert Guillemin at 617-918-1814. Failure to do so may result in your application not being reviewed.

Attachment G

2006 RESOURCE CONSERVATION CHALLENGE GRANT PROGRAM INFORMATIONAL SESSIONS

The U.S. EPA New England will sponsor four telephone Informational Sessions for applicants. The conference calls offer an opportunity to learn more about the grant application process and the Resource Conservation Challenge Grant Program. Participation is optional, but RSVPs are required. *See Section IV.H of the grant announcement for more information.*

Calls will be held from 9:00 AM - 11:00 AM on:

May 24 and 31, 2006 (for discussion about Three-Page Summaries)

July 6 and 12, 2006 (for discussion about Full Proposals)

To register for one of the conference calls, please mail your completed registration form to: Robert Guillemín, U.S. EPA New England, One Congress Street, Suite 1100, Mail Code (SPP), Boston, MA 02114-2023. You may also fax your registration to (617) 918-0814. Instructions will be sent to you once your registration form is received. If you have questions please contact Robert Guillemín at (617) 918-1797.

Resource Conservation Challenges Grant Program Information Session Registration Form

Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Tel: _____ Fax: _____

Email Address: _____

Please select one of the following options for conference call participation.

Discussion about Three-Page Summaries

_____	May 24, 2006	9:00 AM - 11:00 AM
_____	May 31, 2006	1:00 PM - 3:00 PM

Discussion about Full Proposals

_____	July 6, 2006	9:00 AM - 11:00 AM
_____	July 12, 2006	9:00 AM - 11:00 AM